

# **Request for Quotes (February 22, 2016)**

## **Student Internship Program**

### **State Department of Labor and Industrial Relations Workforce Development Division**

**Purpose:** Provide summer internships of paid work-experience with agricultural businesses, coupled with related classroom instruction in agricultural science, reading, technology, math, and/or communication to stimulate youth's interest in agriculture as a career.

**Geographical Area:** Maui County, Hawaii County, and/or City and County of Honolulu

**Minimum No. of Paid Youth Internships:** 15

**Eligibility of Participating Youth:** Ages 15-22 years old; secondary education students and/or post-secondary education students

**Period Covered:** April 1, 2016 to August 31, 2016 **Amount Available:** Up to \$20,000.00

**Deadline:** **Written quotes are due by midnight, March 7, 2016.**

Fax to (808) 586-8822, or email to [Carol.H.Kanayama@hawaii.gov](mailto:Carol.H.Kanayama@hawaii.gov)

Mailed proposals will not be accepted.

#### **Minimum Qualifications of Vendor**

Vendor shall have all of the following:

- At least three (3) years experience successfully operating and administering paid work-experience internship programs for youth with agricultural businesses in Hawaii.
- At least three (3) years experience working closely with Hawaii secondary and post-secondary educational institutions.
- Current working relationships with Hawaii agricultural businesses and Hawaii secondary and post-secondary educational institutions.
- At least three (3) years experience providing counseling and career guidance to Hawaii youth and young adults.
- Staff with experience in following child labor laws and employment laws for minors and adults.
- Full compliance with Hawaii Compliance Express.

**Internships,** when developed, shall:

- Specify the number of hours for major tasks and skills of each internship in cooperation with participating employers;
- Pay at least minimum wage set by federal and state laws;
- Not supplant existing workers;
- Comply with all employment and other applicable laws and regulations;

- Provide a safe working environment;
- Provide adequate supervision by an experienced worker;
- Accurately account for all time worked;
- Pay youth wages only for time worked (no paid vacation or sick leave);
- Pay youth wages for time spent in classroom training, at discretion of vendor;
- Exclude costs of retirement plans; and
- Consist of at least **100 hours of scheduled paid work time** for each intern

**Classroom Training**, when developed, shall—

- Include at least 8 hours of classroom training in science, technology, agricultural science, math, and/or communication skills, which may be provided before, during, or after period of internship;
- Relate to internship tasks for optimum learning; and
- Be provided by an accredited secondary or post-secondary institution, or by experienced trainers or teachers using standardized curriculum.

**Leveraged Resources and Sustainability**

- The vendor shall include any leveraged resources that can be provided to the project through other sources of funding (federal, state, or local), wherever possible, through cash or in-kind contributions.
- Vendors shall provide a plan for sustainability of the project, once the proposed project funding is no longer available.

**Records**

- A record shall be maintained on each intern, including hours for classroom training and internship work experience (including tasks performed on the job).
- Records shall be available for review upon request.

**Report**

- A report of the project shall be submitted within 30 days after end of the project.
- Report shall include data on number of students placed in internships, types of internships provided, employers participating, types of classroom instruction provided, total cost with cost breakout including amount and kinds of leveraged resources used; and youths' evaluation of the internship and classroom training.

**Payments**

- Payments will be made as reimbursements to vendor after receipt of an invoice that is reviewed and approved by the State Department of Labor and Industrial Relations. Invoice must provide total cost incurred, cost incurred in wages for interns, and total number of interns working.
- Invoices may be submitted monthly, or at end of the project; all invoices are due within 30 days after end of month or end of project.

**Written Quote --** Interested vendors must submit a written quote by completing the following:

- Items 14-25, on the attached Small Purchase Written Quotations (SPO 10-A);

- Attached Proposal Summary (Form A), and *signed* by an authorized official of the organization;  
*and*
- Attached Proposal Summary (Form B), and *signed* by an authorized official of the organization.

**Deadline:** **Written quotes are due by 11:59 p.m. March 7, 2016.**

- Fax to (808) 586-8822, or email to [Carol.H.Kanayama@hawaii.gov](mailto:Carol.H.Kanayama@hawaii.gov)
- Mailed proposals will not be accepted.

**Questions**—Contact Carol Kanayama at (808)586-8825 or [Carol.H.Kanayama@hawaii.gov](mailto:Carol.H.Kanayama@hawaii.gov), or Jillian Yasutake at (808) 586-9059 or [Jillian.B.Yasutake@hawaii.gov](mailto:Jillian.B.Yasutake@hawaii.gov).